

## **Conference Room Usage Guidelines**

Ingham County "Guidelines for Use of County Facilities by Citizens and Citizen Groups" are hereby incorporated into this policy. (Copy is available.)

Reservations for use of Ingham County Conference Rooms, Lansing and Mason locations can be made by calling or written request to the Ingham County Facilities Department. The general rule of first come, first served, will be followed in accepting reservations. Please be aware, however, occasional situations may arise where Board of Commissioner business may require cancellation of your reservation. In such an event, every effort will be made to notify you at the earliest possible date.

### **Steps**

- 1.) To request a reservation of a County facility or conference room, you can contact the Facilities Department at (517)676-7312, in-house requests can be made by email, or in writing to Facilities Department, P.O. Box 319, Mason, MI 48854.
- 2.) Special requests for room setups, audio-visual, and other equipment such as, overhead, TV VCR, podium & microphone, extension cord, coffee pot, should be made at the same time the reservation request is made. Any equipment used should be left in working order.
- 3.) The Human Services Building Conference Room A is equipped for satellite downlinks, you must make your reservations for the usage of this service through the Facilities Department. You will be responsible for getting the coordinates for the satellite downlink to Facilities at least five (5) days ahead of the scheduled date of the program, this will allow Facilities to have the scheduled program tuned in.
- 4.) Person(s)/group(s) using rooms shall dispose of food and/or materials left by participants, room must be left as it was found.
- 5.) Persons who are not affiliated with Ingham County may use County facilities/conference rooms if the group is sponsored or supported by an Ingham County Commissioner or a County Department with the approval of the Facilities Department.
- 6.) Persons requesting the usage of conference rooms weekends or after hours and are either not affiliated with the County or have a sponsor will be required to pay overtime for the Facilities staff needed to operate the building systems.
- 7.) Confirmation for room reservations will be made either in writing or by email.

Please remember to contact Facilities if you have any changes or cancellations. Changes in room setups or equipment must be made at least five (5) days prior to meeting time.